



City of Mulberry

Personal Cell Phone Policy

PURPOSE

For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The City of Mulberry reserves the right to modify or update these policies at any time

Use of Cell Phones or Similar Devices.

General Use At Work

Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The City of Mulberry is not liable for the loss of personal cell phones brought into the workplace.

Unsafe Work Situations

The City of Mulberry prohibits the use of cell phones that create unsafe work situations (e.g., construction activities, near heavy machinery, etc.): Cell phones may not be used in these instances.

Acknowledgement

Employee Name: _____

Print Name

Employee Signature: _____

Signature